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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 29 August 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 21 - 28 August

25X1 1. [ ] conducted the second session of cable training procedure for the PP secretaries. Thirty-three secretaries attended the two sessions.

25X1 2. [ ] and I discussed with [ ] at the request of [ ] the running of a series of cable courses requested for the DD/P element. The preliminary suggestion is that this course be run five mornings for four hours each morning and that [ ] handle the basic side of cable writing and [ ] discuss proficiency in cable reporting. 25X1 [ ] has offered to give us any assistance we need and when we get the tentative training schedule made out, he would like to present it to the training officers.

25X1 3. [ ] of Logistics has requested that a member of the Administrative Training Branch participate in their Logistics Support Course with a short cable writing orientation of approximately two hours. This course is given three or four times annually. I informed [ ] that this office would be glad to participate in their 10 September course.

25X1 4. [ ] OCI Training Officer, telephoned with a request for training of an employee who is going overseas. I suggested that the employee's wife attend the Dependents Briefing.

25X1 5. [ ] of OSI has discussed cable and dispatch coverage for their people with us. He suggested that we might take OSI people as auditors during our regular course presentations. I believe that with a maximum of 125 and a minimum of 40 people, it would provide much more realistic training to run specialized training rather than for them to audit it in the regular course. I have suggested that we will work out the details and present it to them for review.

6. The following are outstanding requests with the Administrative Office of Training:

25X1 a. The door for the Vault, Room No. 147, T-30, was requested in March. This work has not been started.

b. Remodeling of Room 110 to allow two individuals to move from Room 149. The telephone set-up is waiting a decision on this remodeling job.

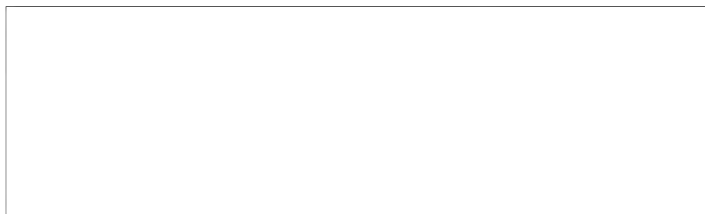
25 YEAR RE-REVIEW

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c. Blackboard cleaning - a check of the Department of Agriculture was to be made to determine how they handle board cleaning. The Department has a training section and the University of Maryland uses the building for teaching purposes.

- 25X1
7.  conducted Personnel Procedures in the CSR.
  8.  attended the Personnel Staff Meeting.



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